Student Handbook

2025-2026

SOUTHWESTERN
MICHIGAN COLLEGE

About SMC

Accreditation

Southwestern Michigan College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The Commission may be found at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. They may be reached by telephone at 800-621-7440.

Mission Statement

The mission of Southwestern Michigan College is to serve our community by providing affordable, local access to high-quality postsecondary career preparation and college education–including the total college-life experience.

Core Values of SMC

The core values of Southwestern Michigan College describe the beliefs that direct the college in all that it does.

- "Excellence with a Personal Touch" is a working principle guiding our actions.
- High quality is inherent in all that Southwestern Michigan College does.
- We have a commitment to be responsible managers of college resources: of human resources by promoting growth, satisfaction, and empowerment; of financial resources by operating with a balanced budget and investing in the future; and of physical resources by maintaining a high-quality physical plant.
- We believe in knowledge for all. As the only institution of higher education in the district, Southwestern Michigan College has the dual responsibilities of providing postsecondary career preparation for those who are seeking immediate employment and college coursework and degrees for those seeking baccalaureate degrees.
- We have a commitment to being a learner-centered college, developing students through a total college-life experience and providing them with 21st-century services.

Board Policy
Equal Opportunity and Non-Discrimination Policy

Last Reviewed:	Last Updated	Effective Date:
03/10/2021	03/10/2021	03/10/2021

Southwestern Michigan College is committed to a learning and working environment that recognizes the unique value and perspective of each person.

The College is committed to providing equal opportunities in employment, education, all of its programs and use of its facilities for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, disability, pregnancy, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

The College complies with all state and federal laws and regulations prohibiting discrimination including, but not limited to, the Elliott Larson Civil Rights Act, Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act and with all requirements and regulations of the U.S. Department of Education.

The College does not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation.

For further information on notice of non-discrimination, visit the Office for Civil Rights website for the address and phone number of the office that serves your area, or call 1-800-421-3481.

For inquiries related to Title IX, please contact the Director of Security and Conduct (for students) or the Director of Human Resources (for employees). For inquiries related to the Equal Opportunity Policy and/or Title VI, Section 504, or the ADA, please contact the Vice President for the Student Experience.

Director of Security and Conduct
David C. Briegel Building, Room 2104
58900 Cherry Grove Rd.
Dowagiac, MI 49047
269-782-1321
titleix@swmich.edu

Director of Human Resources
David C. Briegel Building, Room 2106
58900 Cherry Grove Rd.
Dowagiac, MI 49047
269-783-2110
titleix@swmich.edu

Vice President for the Student Experience
David C. Briegel Building, Room 1104
58900 Cherry Grove Rd.
Dowagiac, MI 49047
269-783-2185
civilrights@swmich.edu

Advising and Student Support

First Year Experience

The Office of First Year Experience, guides students through their first year at SMC and eases them through the transitions of college. First-time degree or certificate-seeking students admitted to the college must sign-up for New Student Orientation. At this orientation students will learn about college resources, degree requirements and program options and register for their classes with guidance from an academic advisor. First year students will have the opportunity to participate in first-year programming that encompasses: Convocation, learning communities, lunch and learns, academic success workshops and many other events.

fye@swmich.edu | 269-782-1499

Academic Advising and Resource Center

All students will be assigned an academic advisor for their entirety at SMC. Students will collaborate with advisors to discuss degree requirements, register for classes, participate in degree planning, explore transfer options in preparation of completing their degree. Students that pursue occupational pathways will benefit from internship and career opportunities. Contact the Academic Advising and Resource Center at 269-782-1303 or email askanadvisor@swmich.edu.

askanadvisor@swmich.edu | 269-782-1303

Mental Health Counseling

United Way of Southwest Michigan

Know that you are not alone during these difficult times. SMC has partnered with United Way of Southwest Michigan to provide teletherapy. Students may register with BetterMynd through SMC Wired and choose from a diverse team of therapists. Degree-seeking students 18 and over will have 3 free sessions loaded to their accounts. Students may schedule an online therapy session at their convenience (evenings, weekends). For questions and concerns, askanadvisor@swmich.edu | 269-782-1303

Disability Services

SMC is committed to complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended. Disability Services provides resources, education, and accommodations to ensure that individuals with disabilities achieve equal access to all aspects of the college experience. Students have the right to either disclose or not disclose a disability. Students wishing to receive academic accommodations must apply for Disability Services and provide documentation of disability. If a student does not have documentation, the student can contact Disability Services for a confidential discussion. For more information, contact the AARC at 269-782-1303 or email disabilityservices@swmich.edu. Accommodations can take several weeks to implement, so students are encouraged to apply as soon as possible.

According to Section 504 of the Rehabilitation Act of 1973, no qualified disabled person shall, on the basis of the disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

Additional information may be found at https://www.swmich.edu/disabilityservices.

Veteran Services

All students interested in receiving the Department of Veterans' Affairs educational benefits must first apply for or update their VA benefits at the following website: va.gov/education. Next, students should apply for admission to Southwestern Michigan College. Students will meet with an academic advisor to discuss degree options and requirements, create a Degree Plan for course scheduling, and register for classes each semester to ensure timely completion of the student's desired degree. After registration, students must contact the veterans school certifying official and provide relevant documentation to utilize any VA educational benefits they may be eligible for. Veteran students are given priority registration each semester with the ability to register for courses on the Monday prior to open registration.

veterans@swmich.edu | 269-782-1351

Carole A. Tate Teaching and Learning Center

The Carol A. Tate Teaching and Learning Center offers free subject-specific tutoring and academic support for all SMC students both in person and online. It is located in the Fred L. Mathews Library on the Dowagiac campus and off the main commons area on the Niles Campus. The Carol A. Tate Teaching and Learning Center is also an open-use computer lab and study space. It is a great place to work independently, in a study group, or with a learning consultant. Beyond subject-specific tutoring, they can also help with study strategies, time management, technology, test preparation & test anxiety, using Moodle, and much more.

tutoring@swmich.edu | 269-782-1409

Fred L. Mathews Library

The Fred L. Mathews Library is the college's primary resource for learning support to all students. It is home to the Carole A. Tate Teaching and Learning Center (TLC), which offers free tutoring to students. The library offers scholarly and fiction books, databases, eBooks, downloadable audiobooks, and more for students to borrow for free. Students will find that the Fred L. Mathews Library is a place to unwind between classes, receive reference services, and study independently or in groups. Library materials can be transferred to the TLC on the Niles campus. Students may use their SMC student ID to check out materials from the library free of charge. The Fred L. Mathews Library is also home to the Roadrunner Kitchen food pantry.

library@swmich.edu | 269-782-1339

Records

The Records office maintains all student academic records and processes diplomas and graduation audits. Other services include name and address changes, enrollment verification requests, transfer credit evaluations, and the ordering and processing of official transcripts.

records@swmich.edu | 269-782-1351

Student Resources and Information

ATMs

An ATM is available in the Student Activity Center on the Dowagiac campus.

Food Services

The Birdfeeder, located in the David C. Briegel Building is a full-service cafeteria which is open for breakfast and lunch on weekdays. The Zollar Café, located in the Charles O. Zollar Building (SAC), is open mornings and afternoons year-round and offers breakfast items and other deli-style sandwiches, as well as Starbucks coffee, smoothies, and other beverages. Visit Food Services online for current hours of operation for the Birdfeeder and Zollar Café. Both the Birdfeeder and Zollar Café currently only accept cash and credit cards for payment.

SMC Bookstore

All required textbooks are available in the SMC Bookstore located in the bookstore annex to the Dale A. Lyons Building on the Dowagiac campus. Course packs, class materials, and a variety of miscellaneous college items are also available, as well as textbook rentals.

Extended hours are provided during the first week of classes each semester. Students may also order their books online and have them sent to their homes or picked up at the Dowagiac or Niles campus.

bookstore@swmich.edu | 269-782-1384.

Student Employment

Two part-time on-campus student employment programs are offered at SMC. The Federal Work-Study Program is supported through government funds and provides part-time campus jobs to eligible students. In addition, a limited number of regular campus jobs are available for students. When seeking campus employment, students should complete an online application for student employment. Available jobs both on and off campus are posted on SMC Wired and on the SMC employment page with instructions on how to apply.

Change Machines

Change machines are available near the vending machines in the Upper Commons in the David C. Briegel Building and in the commons area on the Niles Campus.

Copiers/Printers

Multi-function printers/copiers are available in the Teaching and Learning Centers on either campus, in addition to various locations around campus. There is a fee to print and copy. Copy cards are available through vending machines near the equipment.

Emergencies

All buildings have emergency phones in public areas with information posted nearby on how to call for help. There is also an on-site housing manager available 24/7 and a residential advisor on each floor of student housing units. If a student has been injured on campus, they are asked to complete a Concerns Report. For more information about college safety and security, contact the Security Director at 269-783-2970. For details on specific emergency procedures, see the Southwestern Michigan College Emergency Preparedness and Response Plan (aka Emergency Action Guide).

Weather Closings

If the college is closed or classes are canceled or delayed due to severe weather, students will be notified through an automatic notification system that calls the primary number and/or cell phone number on file for each student, staff, and faculty member at the college. In addition to this system, students are encouraged to check local area radio, television, and associated websites, including SMC's website for further closing information.

Internet Kiosks

Internet café workstations have been set up in several locations at both the Dowagiac and Niles campuses. Users of the internet kiosks must abide by the college's Acceptable Use Policy.

Lost and Found

Lost and Found is located at the Information Desk in the David C. Briegel Building on the Dowagiac campus and at the Student Service Center on the Niles Campus. Unclaimed items will be donated to charity at the end of each semester.

Parking

Southwestern Michigan College has free parking for all students and free private parking for housing residents. All students, employees, and visitors must abide by the current ordinance enacting parking,

traffic, and pedestrian regulations on both campuses of Southwestern Michigan College. Copies of the ordinance are on file in the office of the Chief Financial Officer. The college is not responsible for damage or loss to cars parked in the lots.

Posting Signs and Notices

All signs and notices must be stamped by the Marketing Department which is located on the second floor of the David C. Briegel Building on the Dowagiac campus or by the Student Service Center on the Niles campus before they can be posted around campus. Marketing approval can be provided electronically. Flyers may only be posted on tack strips; flyers may not be taped to walls or doors. Signs and notices posted inappropriately or without the proper authorization stamp will be removed promptly.

Student Photo ID Cards

Student photo ID cards are available for all registered students and are mandatory to access the Student Activity Center (SAC) and any activities and programs offered at the SAC. In addition, the Student photo ID card serves as a library card at the Mathews Library. The card must be activated in order to use it to check out books and materials. A student photo ID card may be obtained at the Student Activity Center on the Dowagiac campus or Student Service Center on the Niles campus. This card should be carried at all times. The card is needed when utilizing the Student Activity Center, using campus printing, and gaining access to residence halls and rooms for residence life students. A replacement fee of $15 is charged for all lost cards.

Financial Aid

What is Financial Aid?

Obtaining a college education can be expensive, not only for the student but also for their parents. Though Southwestern Michigan College has one of the lowest tuition rates in the region, we know that many students will need further financial assistance to make their educational dreams come true.

All full- and part-time students should apply for financial aid. Although many awards are based on financial need or on academic achievement, there are numerous scholarships available that are awarded based on a wide range of criteria.

The first step in applying for financial aid is completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is processed through the U.S. Department of Education using eligibility criteria established by the federal government. You can access the FAFSA at https://studentaid.gov/h/apply-for-aid/fafsa.

Federal financial aid is primarily need-based and designed to eliminate economic barriers to education. Those students not expecting to meet the need-based criteria should still complete the FAFSA since it is required for loan applications and most scholarships.

Most Southwestern Michigan College students receive some type of financial aid. Financial aid at SMC falls into four main categories:

- Grants
  Need-based awards that, in most cases, do not have to be repaid.
- Scholarships
  Money that is awarded based on grades, talent or donor criteria that does not have to be repaid.
- Federal Work Study
  Wages earned for on-campus and limited off-campus student employment.
- Loans
  Money borrowed for college that must be repaid.

In addition to financial aid, SMC has several payment options. For more information, contact the student account specialist at 269-782-1298 or email ecashier@swmich.edu.

Financial Aid Eligibility and Eligibility Requirements

The following requirements apply to federal, state, and some institutional and private financial aid programs; some programs may have additional requirements. In order to be eligible for financial aid an applicant must have a complete financial aid file and:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Have a high school diploma (or the recognized equivalent).
- Be enrolled in an eligible degree or certificate program at SMC.
- Be a U.S. citizen or eligible non-U.S. citizen.
- Not currently be in federal loan default or owe an overpayment on a federal grant.
- Not be receiving financial aid from another institution.
- Be making Satisfactory Academic Progress.

Types of Financial Aid

Pell Grants

A Federal Pell Grant, unlike a loan, does not have to be repaid in most cases. Pell Grants are awarded to undergraduate students with financial need (determined by the FAFSA) who have not yet earned a bachelor's or professional degree. Pell Grants are considered a foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added.

There are limits on the maximum amount a student is eligible to receive each academic year and in total (aggregate Pell Grant limit). A student may receive less than the maximum award depending not only on financial need, but also on status as a full-time or part-time student and plans to attend school for a full academic year or less.

Any Pell Grant-eligible student whose parent or guardian died as a result of military service in Iraq or Afghanistan after Sept. 11, 2001 will receive the maximum annual award. The student must be under 24 years old or enrolled at least part-time in college at the time of the parent or guardian's death.

A student may only receive a Pell Grant for up to a maximum of 12 full-time semesters or the equivalent. For more information about Pell Grants including the current maximum amount, go to https://studentaid.gov/understand-aid/types/grants/pell.

Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) provides grant funds to qualified students who demonstrate exceptional financial need. The FSEOG is considered gift-aid and does not need to be repaid.

To receive an FSEOG, the student must fill out the Free Application for Federal Student Aid (FAFSA) so the college can determine financial need. Students who will receive the federal Pell Grant and have the most financial need will receive FSEOG first. For more information, go to

https://studentaid.gov/understand-aid/types/grants/fseog.

FSEOG Facts:

- Students must meet the general federal aid eligibility requirements.
- Students must maintain Satisfactory Academic Progress.
- Both part-time and full-time students can receive the FSEOG.
- SMC award amounts are generally $500 per academic year.

How Funds Are Awarded

First priority is given to federal Pell Grant recipients who qualify for the maximum Pell grant. Awards are made until funds are exhausted. Students should submit their FAFSA and other required documents (if any) as early as possible since SMC only receives a certain amount of FSEOG funds each year from the U.S. Department of Education's Office of Federal Student Aid. Once the full amount of the school's FSEOG funds have been awarded to students, no more FSEOG awards can be made for that year. Awards are generally $500 per academic year and are not automatically renewed. Students must complete the FAFSA and meet all eligibility requirements each year.

Tuition Incentive Program (TIP)

The Michigan Department of Human Services will pay up to 80 credits of in-district tuition and a portion of mandatory fees for qualified students who complete a high school diploma or GED by age 20. Proof of high school graduation/GED will be required. Students eligible for TIP receive a notification from the State of Michigan prior to high school graduation. Eligible students should complete a FAFSA by May 1st of their graduating year of high school. More information is available in the MiSSG Student Portal (www.michigan.gov/missg) or by phone at 1-888-447-2687. Eligibility for TIP is also determined by a student's other financial aid.

Other State of Michigan Programs

The State of Michigan offers a variety of scholarship and grant programs for Michigan residents, including Michigan Reconnect, the Michigan Achievement Community College Guarantee, and the Fostering Futures Scholarship. Visit https://www.michigan.gov/mistudentaid/programs for more information.

Michigan Indian Tuition Waiver

This program provides tuition waivers to North American Indians who have proper documentation of heritage and who have been Michigan residents for at least 12 months. Certification is received through the appropriate tribe and the Michigan Department of Civil Rights.

Federal Work Study

The Federal Work Study program allows students to earn wages for hours worked in an on-campus job. The college cannot guarantee employment or that the student will receive the amount initially awarded. Students interested in working on campus must be enrolled, have a complete financial aid file, and complete an online Student Employment Application.

Financial Aid Loan Programs

If grants, scholarships, and student employment are not sufficient to cover the student's necessary education-related expenses, loan options are available. Because loans are financial aid that must be repaid, a student should think carefully about how much to borrow for educational expenses.

Federal Direct Loan

The Federal Direct Loan program provides low-interest loans that are funded by the U.S. Department of Education. Federal Direct Loans are administered by the federal government. There are two different types

of Federal Direct Loans, subsidized and unsubsidized. It is very important to understand the differences between these two.

The **Subsidized Federal Direct Loan** is considered a need-based loan. Need is defined as the difference between the institution's Cost of Attendance (COA) and the Student Aid Index (SAI) as determined by the Free Application for Federal Student Aid (FAFSA).

Funding from Subsidized Federal Direct Loan programs can never exceed the student's need. Because the Subsidized Federal Direct Loan is considered a need-based loan, the federal government pays the interest on the loan while the student is in school (a minimum of half-time enrollment is required as defined by federal regulations and institutional policies).

The **Unsubsidized Federal Direct Loan** is considered a non-need-based loan. The Unsubsidized Federal Direct Loan is awarded to students who do not have a demonstrated need or whose need portion of their budget has been met, but still have room in their overall Cost of Attendance for more funding and have remaining Federal Direct Loan eligibility.

Because the Unsubsidized Federal Direct Loan is considered a non-need-based loan, the federal government DOES NOT pay the interest while the student is in school. It is the student's responsibility to pay accrued interest while in school or to choose the option to capitalize the interest.

Capitalization of interest means the accrued interest on the Unsubsidized Federal Direct Loan will be added to the principal balance of the loan. The loan will not go into default due to non-payment of interest while the student is in-school or in grace. However, the interest will build, and the student will pay interest on interest during repayment. It is suggested that if at all possible, students pay the interest while in school.

Interest Rates

The interest rates are based on the 91-day U.S. Treasury Bill index (subject to change). The interest rates are variable and change annually on July 1.

For more information about subsidized and unsubsidized Federal Direct Loans including current interest rates, aggregate limits, and repayment options, go to https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized.

Federal Direct PLUS Loan

This is a non-need-based source of loan funds available to parents of dependent students who are enrolled for 6 or more credits per semester. In this program, the parent is the borrower, a credit check is performed on the applicant, and repayment of interest and principal begins within 60 days of disbursement of the loan unless the parent requests a deferment of payments while the student is enrolled at least half-time in school. The Parent PLUS loan application and promissory note can be completed by going to https://studentaid.gov/understand-aid/types/loans/plus/parent.

Private Alternative Education Loan

Private Alternative educational loans are student loans offered through agencies other than the federal government. These loans are based on the creditworthiness of the borrower and/or co-signer, if applicable.

Financial Aid Policies

Verification

Some students are selected for review in a process called verification. In this process, the financial aid office compares information from the Free Application for Federal Student Aid (FAFSA) with copies of the student and/or parent(s) federal tax transcripts, W-2 forms (if applicable), Dependent or Independent Verification Worksheets, and other financial aid documents. The financial aid office is mandated by the federal government to ask for this information before awarding federal aid. If there are differences between the FAFSA and the financial documents, the student or the financial aid office may need to make corrections electronically.

Once the FAFSA has been electronically downloaded, the student will be sent a letter requesting additional verification documentation. The required documentation will be posted on the Student Dashboard in SMC Wired. Students should complete and return the required documents as soon as possible; financial aid awards cannot be determined until the verification documents are received and processed by the financial aid office. If verification documents are submitted and incomplete/missing items are found, the student will be notified by email, and documents will be filed as incomplete.

Once the completed documents are received, financial aid staff will review the information. If a correction does not need to be submitted and the file is complete, the student will receive an award letter and email notification. Students can view their award online on their SMC Wired Student Dashboard.

If documents are received and a correction needs to be made to the FAFSA, the financial aid office will submit the change electronically. Once the correction is electronically downloaded and the information is correct, the student will receive an award letter and email notification. Sometimes students need to make corrections to the FAFSA before the financial aid office can review the information. In this situation, the student will be notified that he/she must make corrections to their FAFSA.

Conflicting Information

If, at any time, SMC financial aid staff discovers conflicting information, they are required by federal law to obtain whatever documentation is necessary to resolve the conflicting information. The following are examples (not all-inclusive) of common areas reviewed for conflicting information: number of people in household, number of people in college, tax filing status, and marital status.

Satisfactory Academic Progress

Federal regulations require that students receiving financial aid maintain progress toward the completion of a certificate or associate degree. The student must complete, with a passing grade, a minimum of 67% of attempted credit hours and maintain a minimum cumulative 2.0 GPA. The student must complete his or her program within 150% of the published program length. Additional information can be found at: https://www.swmich.edu/media/website/content-assets/documents/sap-policy-ADA.pdf

Return of Title IV Policy (for students who completely withdraw from classes)

In accordance with the federal code of regulations 34 CFR 668.22, the Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or take a leave of absence prior to completing 60 percent of a payment period or term. Federal Title IV financial aid programs must be recalculated in these situations. Title IV aid includes the Pell Grant, Subsidized and Unsubsidized Direct Loans, Perkins Loans, FSEOG, Federal Work-Study, and Parent PLUS Loans.

The calculation is made for all federal financial aid recipients to determine whether a student who completely withdraws during a term has "earned" the monies disbursed. A student "earns" his/her aid based on the period of time they remain enrolled. During the first 60% of the term, a student "earns" student aid funds in direct proportion to the length of time he/she remains enrolled. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Any aid received in excess of the earned amount is considered unearned. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds, and the student may be required to return a portion of the funds.

For more information regarding SMC's Return of Title IV policy, please refer to https://www.swmich.edu/media/website/content-assets/documents/return-title-iv-funds-ada.pdf or contact the Office of Financial Aid at 269-783-2143 or finaid@swmich.edu.

Repeated Coursework

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course. A student may receive financial aid for only one repetition of a previously passed course, even if a higher grade is needed as a prerequisite for the next-level course. If a student enrolls for a third time in a course for which he/she previously received a passing grade, there will be a recalculation of aid to exclude the credits for the repeated course.

Overaward Policy

An "overaward" is when your need-based awards exceed your financial need, or the total of your awards exceed your Cost of Attendance. If you have been overawarded, federal regulations require SMC to adjust your awards accordingly. If your unrevised awards have already been disbursed, the revision may result in a bill to recover the overaward. Need-based aid includes federal grants, Federal Work Study, Subsidized Loans, and some outside resources (i.e. faculty/staff tuition benefits, scholarships, stipends, etc.). Non-need-based aid includes Unsubsidized Loans, Federal Parent PLUS Loans, and private education loans.

There are several possible reasons that an overaward can occur:

- You receive additional awards;
- Your residency status changes;
- Your enrollment status changes;
- Your Cost of Attendance changes;
- You report changes to your financial circumstances; and/or
- The verification process results in changes made to your FAFSA data.

The Federal overaward regulations require colleges to take into account any resources they know about or can anticipate when awarding or disbursing aid. In addition, colleges are required to reduce the size of the need-based aid package whenever the student receives need-based resources that exceed financial need. Additionally, your total resources generally cannot exceed your Cost of Attendance.

How to Avoid an Overaward:

1. Notify the Office of Financial Aid of any money you are receiving from any outside sources such as scholarships, alternative loans, etc.
2. Check with the Office of Financial Aid before applying for additional aid to see if the maximum financial aid has already been awarded.

If an overaward occurs, aid will generally be reduced in the following order:

- Direct Unsubsidized Loan
- Direct Subsidized Loan
- Federal Work Study
- State Funds
- Institutional Scholarships
- FSEOG
- Foundation Scholarships

Drug and Alcohol Abuse Prevention Program

It is Southwestern Michigan College's desire to provide a healthy and safe workplace. To promote this goal, employees and students are required to abide by the college's Drug and Alcohol Policies.

The college alcohol and drug policy can be viewed here:

https://www.swmich.edu/life-at-smc/campus-security/drug-and-alcohol-program/

Student Rights and Responsibilities

Civility Statement

Southwestern Michigan College is committed to the highest standards of academic and ethical integrity. All members of our academic community are encouraged to promote and value an ethic of common respect and civility. SMC defines civility as the demonstration of respect for others, basic courtesy, reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and to work.

Membership in any community is enhanced by a concern for the common good for all who belong to that community. Each individual may possess different ideas as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a college. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should, therefore, be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the college.

Examples of civility that we wish to foster within our campus community:

- A feeling of shared responsibility to cultivate an environment in which all members feel intellectually respected and physically safe.
- Everyone in the community takes a personal responsibility for creating a productive learning environment.
- The ability to express ideas and thoughts in a respectful manner.
- Respect for other people's work is also important. This includes acknowledging material, including ideas, images, and language, taken from electronic, language, and visual sources available in print sources and on the internet
- Students behave in a courteous and respectful manner toward their instructors and fellow students by being self-disciplined and responsible for their own learning.
- All members of the college community (faculty, staff, and students) exemplify and model civil behavior, and in so doing, provide direction for each other.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights related to their educational records. They are:

- The right to inspect and review the education records within 45 days of the day the college receives a request for access. The student must submit to the registrar a written request that identifies the record(s) to be inspected. The college will make arrangements for access and notify the student of the time and place where the record(s) may be inspected. If the college official to whom the request was submitted does not maintain the record(s), that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education record(s) the student believes is inaccurate or misleading. The student may ask the college to amend a record believed to be

inaccurate or misleading. The student should write to the college official responsible for the record, clearly identifying the part of the record to be changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position (including the law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her/his professional responsibility. Upon request, the college discloses education records without consent to officials of another school to facilitate the student's transfer and enrollment.
- The right to file a complaint with the United States Department of Education concerning alleged failures by Southwestern Michigan College to comply with the requirements of FERPA. The complaint can be sent to the following office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW Washington, DC 20202-4605
- FERPA applies to the education records of persons who are or have been in attendance at postsecondary institutions. FERPA does not apply to records of applicants for admission who are denied acceptance or, if accepted, do not attend an institution.
- A student educational record includes all data in any form (paper, film, electronic, etc.) owned by the college and used to conduct business by school officials. The records are directly related to a student (personally identifiable) and maintained by an education agency or institution or by a party acting for the agency or institution.
- Some information (directory information) is considered public. This information can be released without the student's written permission. However, the student has the option to request that the college keep this information confidential.

The following is SMC's designated Directory Information:

- Student's name
- Student's SMC e-mail address
- Curriculum
- Participation in officially recognized activities
- Dates of attendance
- Degrees and awards received

The following are not included in an Educational Record:

- Sole possession records (that is, private notes that a college employee makes about a student)
- Law enforcement unit records
- Employment records
- Medical records
- Post-attendance records

The following individuals or entities may have access to Student Education Information:

- The student and any outside party who has the student's written permission.

- School officials who have "legitimate educational interest".
- Parents of a dependent student as defined by the internal revenue code (proof must be provided).
- A person in response to a lawfully issued subpoena or court order (the college must first make a reasonable attempt to notify the student).
- Such other entities as permitted by federal regulations.

Student Social Security Number Privacy Policy

Southwestern Michigan College is committed to complying with both state and federal regulations concerning the collection and use of a student's social security number. This policy applies to information that is collected by any means whether electronically, via telephone, or on paper. In compliance with these regulations Southwestern Michigan College will not utilize a student's social security number as the primary student identification number. A copy of this Student Social Security Number Privacy Policy in its entirety is available upon request from the Records Office.

Sexual Harassment, Section 504, and Title IX Policy

Southwestern Michigan College is committed to a learning and working environment that recognizes the unique value and perspective of each person. Southwestern Michigan College's Sexual Harassment, Section 504, and Title IX Policy prohibits discrimination. Policies regarding civil rights violations can be found here. Students may report discrimination anonymously here.

General Student Grievance Procedures

Southwestern Michigan College believes that minor differences can be resolved in informal discussions between two parties. However, there are times that a more formal process is needed. The information below is meant to guide students through the resolution of complaints and grievances.

To view the grievance procedure, visit Student and Community Services Policies and scroll to the General Student Grievance Procedure.

Acceptable Use Policy

The acceptable use of computers, programs, and the network is covered under the Acceptable Use Policy.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Violations of federal copyright laws are a violation of the student code of conduct. This includes the use of peer-to-peer file sharing.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These are rights to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $3,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United State Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov.

Class Attendance Policy

Attendance is expected in all courses. Instructors announce their attendance requirements during the first class session and/or in the class syllabus. In the event that a student must be absent from class due to a religious observation, it is the responsibility of the student to contact the instructor to arrange for an opportunity to make up any examination or study requirements which the student may have missed because of such absence. If illness, accident, or similar circumstances result in a prolonged absence, it is the responsibility of the student to notify the instructor and make up work. Current or future awards of financial aid may be affected if a student does not attend classes for which s/he is registered.

Image and Comment Release

By this notice, any student, staff, faculty member, or visitor to any Southwestern Michigan College property hereby grants permission to Southwestern Michigan College to use his, her, or their likeness and/or voice in photograph(s), video, or audio recordings in any of its publications, on any of its online sites, online sites used by the college including social media, and in any or all other media without further consideration. Additionally, any student, staff, faculty member, or visitor also acknowledges that Southwestern Michigan College may choose not to use his, her, or their photo, or video likeness, comments, or audio recordings at this time, but may do so at its own discretion at a later date. Any student, staff, faculty, or visitor also grants permission to Southwestern Michigan College to interview him, her, or them, and use said comments in any of its publications, on any of its online sites, and in any or all other media without further consideration. The student, staff, faculty member, or visitor will make no monetary or other claim against Southwestern Michigan College for the use of the interview, photos, video, or audio.

All negatives, positives, and digital files, together with the prints shall remain Southwestern Michigan College's property, solely and completely.

If a student, staff, faculty member, or visitor does not wish to have his, her, or their photo, likeness, and/or voice used, notice must be provided to SMC each academic year in which said person does not want his, her, or their image or quotes used. Notice shall be submitted in letter form prior to the start of a semester to:

Marketing Department
Southwestern Michigan College
58900 Cherry Grove Road
Dowagiac, MI 49047

Student Code of Conduct

Preamble

Enrollment in Southwestern Michigan College implies acceptance of certain standards of student conduct and a willingness to abide by them. College standards of conduct are established to maintain conditions under which individuals, with respect for the rights and well-being of others, can participate effectively in a common educational enterprise and well-ordered collegiate community.

Note: Any violation of any college, local, state, or federal law, ordinance, or regulation when such violation directly affects the college community is automatically subject to disciplinary action; however, the college's review process will not supersede local or federal law enforcement action.

The Student Code of Conduct describes the rules and expectations established by the college for student conduct. The due process system defines the procedures to be used in cases of student violations of the Student Code of Conduct. It provides a system for the resolution of issues and the appeal of sanctions/decisions imposed by the college.

The most recent Southwestern Michigan College Student Code of Conduct can be found HERE

Sexual Harassment and Misconduct

SMC takes sexual misconduct seriously and encourages all members of its community to act responsibly. The Sexual Harassment and Misconduct policy can be found HERE

Student Athletes

SMC Student Athlete Handbook

In addition to all policies, procedures, rights, and responsibilities outlined in this student handbook, student-athletes have additional eligibility requirements and expectations for conduct and should be sure to read the SMC Student Athlete Handbook thoroughly.

Residence Life

Introduction

Living on campus is an integral part of the total college life experience. Our mission is to foster communities that transform student lives through purposeful and creative programs, practices, and services provided in a safe, residential environment. We want living on campus to be positive, enabling residents to make connections and take advantage of the many great opportunities that Southwestern Michigan College has to offer.

The Department of Residence Life is staffed and structured to assist students in making personal adjustments and a smooth transition into the Southwestern Michigan College community. Programs and policies are designed to help students understand the responsibilities of membership in this community and enhance their personal development. Standards, policies, and procedures are designed to provide basic information about and foster understanding of our residential community. While we have attempted to make it as comprehensive as possible, inevitably, some areas have not been included. Residents should contact Residence Life staff regarding any questions of interpretation or exclusion.

Resident Rights and Responsibilities

Residents in college housing facilities possess specific individual and group rights and responsibilities that guide Residence Life staff in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure these same rights for other residents.

Students Have the Right…

- To study, sleep, and be free from undue interference from noise, guests, and other distractions. Residents must respect this right by not creating disturbances or causing unreasonable noise or distraction.
- To privacy. Residents must respect this right by asking permission before borrowing or using other residents' possessions (e.g., computers, clothing, food, etc.) unless such possessions have been specified as a "shared item" in the Roommate Agreement. Residents must also respect each other's private time. The college reserves the right to enter apartments as explained in the Residence Life section of the Student Handbook.
- To a clean living environment. Residents must respect this right by maintaining common areas in a clean and orderly fashion. Residents must report maintenance issues and damage to rooms, suites, or common areas as soon as such issues or damage are noticed.
- To be free from fear of intimidation, physical harm, or emotional harm. Residents must respect this right by conducting themselves as good citizens and good neighbors.

Students Have the Responsibility to…

- Adhere to rules and regulations.
- Comply with reasonable requests made by staff or college officials.

- Meet established payment schedules.
- Report violations of rules and regulations to the appropriate staff.
- Respect the rights of others, as stated above.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Contribute positively to the SMC community by participating in educational and developmental activities.
- Keep their bedroom, suite, lounge, and floor reasonably clean.
- Study and academically succeed.

Code of Conduct

All residents are to comply with the Student Code of Conduct contained in the SMC Student Handbook. All rights, procedures, and possible sanctions described in the SMC Student Code of Conduct apply to residents. In addition, residents are to comply with the rules and regulations contained in the Residence Life section of the Student Handbook. Residents who violate the Student Code of Conduct or the rules and regulations contained in the Student Handbook may be suspended or expelled from student housing and may be subject to any of the sanctions described in the Code of Conduct and the SMC Student Handbook. At any time, SMC and the Department of Residence Life reserve the right to alert proper law enforcement authorities of possible criminal activity.

General Residential Information

Front Desk Hours

All front desks will be staffed from 5 PM - 9 AM Monday through Friday and 24/7 Saturday through Sunday. During times when staff are not on duty, please contact the building Residence Hall Manager with any questions or concerns.

Winter Break Housing

Southwestern Michigan College recognizes that some residents must remain in Dowagiac during Winter Break. There will be an option for residents to stay during winter break for an additional fee. Information will be sent to residents before the break, and they will be requested to sign up if they want to stay.

Summer Housing

A student may elect to stay or not stay during the summer regardless of the initial contract they signed. Sign-up will take place during the spring semester each year. Summer housing students are expected to meet the Summer housing enrollment requirements. Summer housing demands may require students to move to a different housing assignment for the duration of the summer.

Important Housing Dates

Fall Enrollment Deadline: July 15

Students must be enrolled full-time (12 credits) by this date. Students not enrolled full-time will be moved to the bottom of the waitlist and forfeit their spot in housing. Students who do not make the registration deadline are not exempt from the cancellation deadline.

Fall Payment Date: July 15

All Residence Life fees must be paid by this date. Students have the option to pay in full, use authorized financial aid, or set up a payment plan by this date. Failure to do so will result in being moved to the bottom of the waitlist. Students who do not make the registration deadline are not exempt from the cancellation deadline.

Fall Cancellation Date: August 15

Students wishing to cancel their Residence Life contracts must do so by 8 a.m. on this date. Failure to cancel by this date will result in full housing charges for the Fall semester.

Fall Move-In Date: August 24

Students may move into student housing starting on this date from 9am - 5pm.

Fall Move-Out Date: December 14

All students must check out with a Resident Assistant by this date. The specific procedure for checking out will be shared two weeks before this date. Students returning for the Spring semester may leave personal items but cannot stay unless approved for a winter break stay.

Spring Enrollment Date: December 1

Students must be enrolled full-time (12 credits) by this date. Students who are not enrolled full-time may lose their spot in housing for the Spring semester.

Spring Payment Date: December 1

All Residence Life fees must be paid by this date. Students have the option to pay in full, use authorized financial aid, or set up a payment plan by this date. Students who do not do so may lose their spot in housing for the Spring semester.

Spring Cancellation Date: December 1

Students wishing to cancel their Residence Life contracts for the Spring semester must cancel their contract by this date at 8 a.m. Failure to cancel by this date will result in full housing charges for the Spring semester. Students already living in housing will be charged a $1,000 cancellation fee.

Spring Move-In Date: January 17

All students may move in/return to campus housing.

Spring Move-Out Date: May 10

All students must check out with a Resident Assistant by this date. The specific procedure for checking out will be shared two weeks before this date. Students returning for the Summer semester may leave personal items but cannot stay unless approved for a break stay.

Moving Policies

Move-In Inventory

On move-in day, a Residence Life staff member will meet with each student to review the Room Condition Report (RCR). It is the resident's responsibility to make sure that all pre-existing damages are noted on this report. The RCR will be reviewed with residents at move-out. Residents are responsible for any damage to the suite beyond normal wear and tear that was not identified on the RCR at move-in.

Move-Out Process

Students not returning for the following semester must move out by the assigned move-out date. This date is typically 24-48 hours after finals are completed each semester. The exact move-out date will be communicated to students each semester. Students may request a move-out extension by sending a request to the Director of Residence Life no later than 48 hours before the scheduled move-out time. Residents must check out with an RA. Failure to move out by the move-out date will result in a $25 daily charge. Failure to check out with an RA will result in a $75 improper checkout charge.

Damage

The Department of Residence Life will charge residents for any damage to the suite beyond normal wear and tear not listed on the RCR at move-in, including any necessary cleaning charges. Damages to a suite's common areas (kitchen, bathroom, living room) will be split between all residents unless we can identify an individual or individuals responsible for the damage.

Appealing Charges

Should a student want to appeal any damage charges, the student must complete an appeal form by completing a concerns report located on their Wired dashboard. All charges must be appealed within 14 days of being posted to a student's account to be eligible for appeal.

Damage to Public Areas

If damage occurs to a public area inside SMC housing facilities and Residence Life staff cannot determine who is responsible for the damage, the repair costs may be charged to all residents. This policy is designed to encourage pride in SMC housing facilities and to discourage damage. If a resident destroys college property, that resident may be responsible for restitution and other sanctions.

Late Stay

If a resident needs to stay in the suite beyond the official move-out date, the resident must request an extension of the move-out date from the Director of Residence Life. The protocol for requesting an extension will be further explained in communications sent out by Residence Life staff. If a resident is granted a move-out extension, the resident must pay a daily rate, prorated based on the daily rate for a 12-month contract term, for each day he or she remains in the suite. These requests are approved on a limited basis and are not guaranteed.

Canceling a Residence Life Contract

Canceling Before Move-In

Residents who wish to cancel their contract must complete the Cancellation Request in the ResLife Portal before the deadline found in the application. Students who cancel before the deadline will not be responsible for Residence Life fees. Unless otherwise specified, all Residence Life contracts are for a full academic year (Fall and Spring semesters).

Canceling After Move-In

Once a student moves into SMC campus housing, they are responsible for the terms listed in their contract. This includes both the Fall and Spring semesters. Students may request an early contract cancellation by completing the Cancellation Request in the ResLife Portal. Students canceling after the start of the semester will be responsible for all Residence Life fees for that semester. A $1,000 cancellation fee will be charged for any semester that has not started.

Suspended Student Procedure

When a Residence Life student is suspended from classes due to non-payment, they will be given 48 hours from the date of suspension in order to be fully reinstated in classes. If they are not reinstated by the end of the 48 hours, they will have to move out of SMC campus housing and will not be allowed inside campus housing until the suspension is lifted.

Removal due to suspension from classes does not cancel the student's financial obligations for Residence Life fees. SMC reserves the right to shorten the 48-hour limit if the student has a prior conduct history or is currently on campus housing GPA appeal. Additionally, SMC reserves the right to shorten the 48-hour limit if the student is causing a disruption to the living or learning environment in Residence Life.

Academic Requirements

Academic Policy

SMC recognizes that residents are, first and foremost, students. SMC reserves the right to cancel a residential housing contract if SMC believes that living in campus housing is interfering with the resident's academic success.

Mandatory Meetings

Residence Life is dedicated to student success. To this end, we require each student to meet with a Residence Hall Manager whenever an Academic Alert is received. Failure to attend these meetings will result in the student's Residence Hall and Student Activity Center access being removed. The student will be responsible for any lock-out charges during this time.

Academic Dismissal

Residents who earn a GPA between 1.0 and 2.0 during any term will be on academic probation. They must meet with a Residence Life professional staff member(Residence Hall Manager or Director of Residence Life) and may be required to utilize campus resources, including tutoring, to improve their grades. Residents who earn less than a 1.0 semester GPA during any semester may be removed from campus housing immediately. Removal due to low GPA shall not cancel or reduce any financial obligations to SMC.

Dismissal Appeal

All students have the opportunity to appeal Academic Dismissal from campus housing. This appeal must be received in writing to the Executive Director of Campus Life by the deadline stated in the dismissal letter. Appeals are not guaranteed.

Enrollment Requirements

Fall and Spring Requirement

To remain in campus housing, residents must be full-time students during the Fall and Spring terms, taking at least 12 credits per term.

Summer Enrollment Requirement

To remain a campus housing resident, residents must be enrolled in at least 6 credit hours.

Exceptions to Enrollment Requirements

Students may submit a written request to the Director of Residence Life to have the enrollment requirements waived. These will be considered on a case-by-case basis. For example, only 9 credit hours are needed to complete a degree.

If a student wants to withdraw from classes and drop below 12 credit hours, they must contact their academic advisor. The Department of Residence Life allows students to drop below 12 credit hours only once during their time at SMC.

- Students who drop below 12 credit hours must maintain a semester GPA of at least 1.50 instead of the 1.00 requirement.
- Students will not be allowed to drop below 12 credit hours until the semester's midpoint.

Room Assignment and Roommate Information

SMC Initiated Changes

SMC reserves full rights to assign and reassign residents to specific suites. Residence Life staff may move a resident to another room if staff believes such a move is in the best interest of SMC, the resident, or other residents. Students must comply with a request to change rooms. Room consolidation will occur throughout the academic year as spaces become vacant.

Student-requested Changes

Students may request to change rooms during the semester by completing a room change request form in the ResLife Portal. The Department of Residence Life will consider all requests, but requests are not

guaranteed. No room change requests will be granted during the first two weeks of each semester except in emergencies.

Roommate Selection

The Department of Residence Life will consider requests for specific assignments, including requests for roommates, but it may choose not to grant such a request. The roommate selection process will be open to all students submitting a Residence Life application. Roommate requests must be mutually agreed to in order to be granted.

Roommate Agreements

The roommate agreement will address matters such as overnight guests, bathroom schedules, study schedules, cleaning of common areas, and the designation of items as shared or community items. At the discretion of the Department of Residence Life, residents who violate their roommate agreements may be moved to another room. Visitation will not be allowed for a suite until a roommate contract is completed. These contracts must be updated whenever a new roommate moves into the suite.

Roommate Conflict Resolution

If another resident or a guest physically injures a resident or is fearful of another resident or guest, or if a resident knows that another resident is fearful of or has been injured by a resident or guest, the resident should notify Residence Life staff immediately. In all other cases, residents should discuss issues of conflict or concern directly with suitemates and neighbors before involving Residence Life staff. Residents must respectfully listen to fellow residents and attempt to resolve problems and concerns amicably. If a resolution cannot be reached between the residents, a resident may ask for assistance from a Resident Assistant or Residence Life professional staff member.

The typical roommate situation should follow these steps:

1. Students try to work out the situation with roommates. If the issues are not resolved, then;
2. The Resident Assistant on the floor will try to mediate. If the issues are not resolved, then;
3. The Residence Hall Manager will try to mediate. If the issues are not resolved, then;
4. The Director of Residence Life or an outside mediator will try to mediate.
5. If the issues are not resolved, then;Residence Life will determine which students should move to a new location.

Registered Sex Offender

If the Department of Residence Life or SMC learns that an individual required by law to register as a sex offender applies to reside in or currently lives in Residence Life, the Director of Residence Life and other college officials will form a review committee to determine whether the individual will be allowed to reside in or continue to reside in campus housing.

The individual will be given an opportunity to provide information to the committee and may be requested to appear before it. The committee will then determine whether it is in the best interest of the Residence Life and SMC communities for the individual to reside in campus housing and, if so, whether conditions of residency will apply.

If the committee concurs, by majority vote, that the individual will not be allowed to stay in campus housing, the individual will be notified in writing. The committee's decision will stand unless the individual submits a written appeal within 7 calendar days of receiving notification. Such appeals must include supportive reasons and must be made in writing to the Director of Residence Life. If appealed, the Director of Residence Life will make a final determination as to whether the individual will be allowed to reside or remain in campus housing. Students may obtain information about registered offenders living on or near the SMC campus through the Michigan Public Sex Offender Registry at http://www.mipsor.state.mi.us/.

Felony Conviction History

Individuals who have a felony conviction are not allowed inside any SMC residential buildings. This includes both residents and their guests. If it is discovered that a person with a felony conviction history has been or currently is in housing, they will be asked to leave.

Any requests for exceptions must be sent to the Director of Residence Life, who will initiate the review process.

Visitation

Guest Information

Our visitation policy is designed to ensure a welcoming and secure environment for all residents. Minors, those under 18, are permitted to visit on weekends only, from Saturday to Sunday, during the hours of 8 AM to 11 PM. A minor waiver form, which serves as the minor's ID during their visit, is required for check-in at the front desk; however, this form is not necessary if a parent or legal guardian accompanies the minor during their visit. It's important to note that overnight stays for minors are not allowed, and guests under the age of 16 must always be with a parent or legal guardian.

For all other guests 18 and older, overnight visitation hours are from 12 AM to 8 AM. Guests must show a valid state or federal-issued photo ID to check in for an overnight stay. An important aspect of our policy is that a completed roommate contract is required before any guests can stay, and there is a semester limit of 16 overnight stays with only 3 consecutive nights. Additionally, guests must always be accompanied by their host resident within the building. Please be aware that violating this visitation policy may result in losing visitation privileges for the remainder of the semester. This comprehensive approach ensures a respectful and safe living environment for everyone involved.

Cohabitation Policy

The cohabitation policy applies specifically to students who currently live in campus housing. All other visitors are subject to the guest policy. Roommate agreements may increase the restrictions but cannot lessen them. Any guest, including current SMC students, must follow the gender guidelines in the roommate agreement.

Students may not live or cohabitate in a room besides their assigned room. Any of the following items are considered cohabitation:

- Keeping personal items in the suite beyond what is needed for the allowed duration. This includes clothing and personal hygiene items. Current Residence Life students are expected to use the showers provided in their own suites.
- Staying overnight in a room more than three nights a week. Overnight is considered to be after Midnight.
- Bringing college furniture from one apartment to another.
- Being in a suite while the host is not present.

Residence Life Policies

Drug and Alcohol Policy

Southwestern Michigan College is committed to providing an alcohol- and drug-free, healthy, and safe living environment. To promote this goal, students are required to abide by the college’s Drug and Alcohol Policies.

While on college premises or at college-sponsored events (including clinical and observational settings), use, possession, manufacturing, or distribution of alcoholic beverages, as well as use, possession, manufacturing, or distribution of marijuana, narcotics, or other controlled substances (except as expressly permitted by local, state, and federal law) are violations of the Student Code of Conduct. This includes public intoxication and possession of drug paraphernalia. It should be noted that the student may be found responsible for an alcohol or drug violation even if they are only a passive participant.

Prohibited Items

All campus housing suites have a full-size refrigerator, oven, and microwave.

Under no circumstances may a resident bring or allow any of the prohibited items into the apartment.

Prohibited Items:

- Mug warmers
- Wax/candle warmers
- Candles
- Grills
- Hoverboards
- Halogen lamps
- Space heaters, electric blankets, or heating pads
- Combustive chemicals, such as gasoline or propane
- Waterbeds or other water-filled furniture
- Live trees (e.g., holiday trees) or large potted plants
- Pets (caged or uncaged). Aquarium fish, which have a maximum tank size of 20 gallons are allowed
- Air conditioners or window A/C units
- Mattresses
- Microwaves
- Tapestries/Flags, unless framed or with an attached UL tag
- Tack strips, push pins, double sided tape not allowed on walls, doors, or ceilings
- Light strips
- Incense
- Lofts
- Extension cords
- Lava lamps
- Dart boards and darts
- Oil Lamps
- Pressurized canisters (i.e., CO2 and scuba equipment, helium tanks, and spray paint)
- Furniture
- Appliances with exposed heating coils
- Full-size appliances (i.e., deep freezers, refrigerators, etc.)
- Alcohol paraphernalia (i.e., shot glasses, empties, etc.)
- Vape devices and vape paraphernalia
- Weapons of any kind (see Weapons section below)

In addition, motorcycles and other fuel-driven engines may not be stored or operated anywhere inside campus housing facilities and must be parked in designated parking areas. This list is not exhaustive, and Residence Life staff may prohibit items during the academic year.

Weapons

The display, possession, use, or intent to use firearms, ammunition, firecrackers, explosives, or other hazardous objects or substances is prohibited inside all Residence Life facilities.

Prohibited weapons include, but are not limited to, handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, anything gun shaped or firearm shaped or slingshots; longbows, compound bows, crossbows, and arrows; knives (with the exception of culinary knives used solely in kitchen areas for cooking purposes); and martial arts weapons such as nunchucks, swords, throwing stars, etc. Weapons may not be possessed or used in Residence Life facilities.

Appliance Restrictions

Residents may not leave heat-producing items (e.g., irons, toasters, blow dryers, etc.) unattended. Such items should be unplugged when not in use and should be cool to the touch before they are stored. Residents may not cover ventilation openings on TVs, stereos, or radios. Appliances and electronic items may only be used with proper power strips. If the cord of an appliance or electronic item is frayed or damaged, the appliance or item is no longer safe and may not be used in the suite. Residents must unplug

all appliances and electronic items before leaving for an extended period of time. Residents may not overload circuits by plugging too many devices into one outlet. If SMC determines that a resident is overloading a circuit, an SMC staff member will ask the resident to remove some items from the circuit. Residents must comply with such a request, and failing to comply with such a request may result in disciplinary action. Residents may also not bring full-size appliances into the suites.

Abandoned Items

The personal belongings of a student will be considered abandoned 48 hours after the required move-out. The required move-out is the date posted for semester move-out, listed on a conduct or GPA removal letter, or as communicated to the resident by a Residence Hall Manager or the Director of Residence Life. After 48 hours abandoned items will be discarded, donated, or repurposed. Residents will be charged $25.00 per bag of items removed by Residence Life staff. Packages and mail that USPS cannot forward will also be considered abandoned five calendar days after they are received.

Pets/Animals

Pets are prohibited, except for aquarium fish, which have a maximum tank size of 20 gallons. Any student requesting an exception to this rule must contact the Director of Residence Life. This restriction does not apply to residents needing service animals or emotional support animals. Residents needing service animals or emotional support animals must contact Disability Services (269-782-1263) before bringing their animal into Residence Life facilities.

Courtesy Hours

Courtesy hours are in effect 24 hours a day, seven days a week. Residents should inform other residents if an activity is unreasonably disruptive. Residents have a responsibility to listen to other residents who approach them about their noise level. Residents are expected to approach their neighbor or suitemate about a concern before requesting assistance from the Department of Residence Life.

Quiet Hours

During quiet hours, noise should be contained in a resident's apartment or bedroom. Noise that can be heard clearly through closed doors or walls is considered excessive. The following hours have been designated as quiet hours:

- Sunday Night-Thursday Night: 11 p.m.-8 a.m.
- Friday Night-Saturday Night: 1 a.m.-8 a.m.

Exam Week Quiet Hours

Due to the varied class schedules of residents during exam week and the intensity of study and quiet needed during this time, 24-hour quiet hours are in effect starting at 11:00 p.m. on the day before finals week each academic term and lasting through the end of final exams, with the exception of a brief courtesy hour between 6 p.m.-7 p.m. each day. This courtesy hour is not for blasting loud music or screaming in the hallways. Still, it is for residents to vacuum or remove furniture if moving out or to perform similar activities that might cause too much of a disturbance otherwise.

Health and Safety Inspections

Once each month, Residence Life inspects all residence hall rooms as part of our Health and Safety Inspections. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or maintenance issues in student rooms. Violations include warnings, fines, community service and possibly suspension to live on campus.

Trash/Littering

To maintain a clean, healthy, and bug-free environment, residents are expected to properly dispose of all garbage in proper receptacles in a timely manner. Residents who leave bags of trash, boxes, or other items outside their door create a fire hazard. Trash should be disposed of in plastic bags that are tied

shut. Trash picked up by staff will be billed to the responsible party's account at the rate of $25.00 per bag. If no responsible party can be identified, the apartment that the trash is found outside of may be held responsible, and all suitemates will be charged the rate of $25.00 per bag. Suites found to be unclean will be charged $25.00 per resident assigned to the suite.

Shower Curtains

To protect floors and ceilings from water damage, residents will be supplied with a shower curtain liner for their assigned bathroom. The shower curtain liner must be used. Rooms without the provided shower curtain liners will be liable for any damages caused by water.

Security

The Department of Residence Life provides door security systems on all suite/bedroom doors and maintains them in working order. Residents should report malfunctioning locks immediately by submitting a maintenance request. Residents may not affix any additional locks on suite/bedroom doors. Residents may not undermine the use of room security by disabling locks. This includes any action which prevents the suite/bedroom lock from functioning as intended. Any unauthorized action will result in disciplinary actions and a fine of $250. In addition, students should not remove window screens for any reason.

Residents may not use emergency exits or windows to enter or exit the building except in emergency situations. SMC encourages residents to purchase small lockboxes or safes to store personal valuables in their bedrooms. In the event of a room search by Residence Life staff, the resident will be required to open any lockboxes or safes.

Residents may not allow others to use their IDs to enter the buildings or suites. Any unauthorized use will result in disciplinary action and a fine of $250.

SMC is not responsible for damages to personal property in your suite. SMC encourages residents to obtain renters insurance.

Exterior suite doors should never be propped open.

Emergency Transports

If a student is transported off campus by emergency personnel, upon return to campus housing, students must check in with their RHM.

Furniture

All suites will be supplied with the following furniture: specific items are subjected to change

- Twin XL mattress and frame
- Desk with chair
- Dresser
- Upholstered couch
- Upholstered chair
- Entertainment center
- Dining table with 4 chairs
- Coffee table
- Barstools

Residents may not remove furniture from suites, bedrooms, or lounge areas. Residents will be charged for any furniture items that are missing or damaged.

Lockouts

It is every resident's responsibility to ensure they have their student ID on them at all times. Residents will be charged a $5 lockout charge whenever a Residence Life staff member has to key them in through the building exterior doors or into their suite/bedroom. Residents will not be charged for lockouts during the first week of each semester.

Magnetic wallets will erase the encoding on your student ID. Please do not store your student ID in a magnetic wallet, or you will be responsible for any lockout costs that occur.

Smoking

Smoking is prohibited within all Residence Life facilities. This includes the use of pipes, cigarettes, hookahs, e-cigarettes, vape pens, and like items. Residents found to have violated this policy will be referred to Student Conduct. Outdoor smoking is permitted in designated smoking areas.

Students are not allowed to tamper with fire detection/suppression devices. Any unauthorized tampering will result in disciplinary action and a $250 fine.

Hall Sports

Sports activities are not permitted inside Residence Life facilities. This includes throwing objects, roughhousing, water fights, and running. Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is also not permitted in campus housing facilities.

Using drones or aerial vehicles is prohibited within all Residence Life facilities and surrounding areas.

Business Operation

Residents are not permitted to operate a business within any Residence Life facility.

Windows

Hanging, climbing, or attempting to climb on/within buildings is not permitted. Throwing, shooting, or dropping any object (including liquids) within or from any Residence Life facility is prohibited. This includes yelling out the windows.

Residents cannot hang anything over their windows except blinds or curtains. Any curtains that will be used must have that as their intended purpose.

Security Policy

Allowing another student to use your student ID to enter the residence hall, suite, or bedroom is prohibited and will be considered a violation of Residence Life's security policy.

Tampering with any door lock that prevents its normal operation is prohibited and will be considered a violation of Residence Life's security policy.

Accessing an unassigned bedroom within a suite or an unassigned suite is prohibited and will be considered a violation of Residence Life's security policy.

Security violations, such as tampering with locks, entering or exiting through a window, or using another student's ID to access a suite or bedroom, will result in a $250 fine.

Failure to Comply

Residents are expected to comply with all reasonable requests and instructions of Residence Life staff members when performing their duties. Residents must cooperate with staff, provide accurate information, and properly identify themselves to Residence Life staff members when those staff members are performing their duties. Residents who fail to identify themselves with student ID or who are disrespectful to staff will be referred to Student Conduct.

Being disrespectful towards staff members will result in disciplinary action.

Pranks

Pranks are considered a serious offense to community living. Individual or group activities that disturb or distress others or damage or destroy property are prohibited. College property must also be used or attempted to be used in a manner inconsistent with its designated purpose. Residents who participate in pranks will be referred to Student Conduct.

Parking Policy

Residence Life offers free parking to all students who reside in campus housing. To have a vehicle on campus, the student must register their vehicle with the residence hall manager of the building. They will be issued a parking tag that must be displayed in their vehicle at all times while in the parking lot. Failure

to register a vehicle will result in the vehicle being towed at the owner's expense. To register a vehicle on campus, the student must have their registration, driver's license, and proof of insurance.

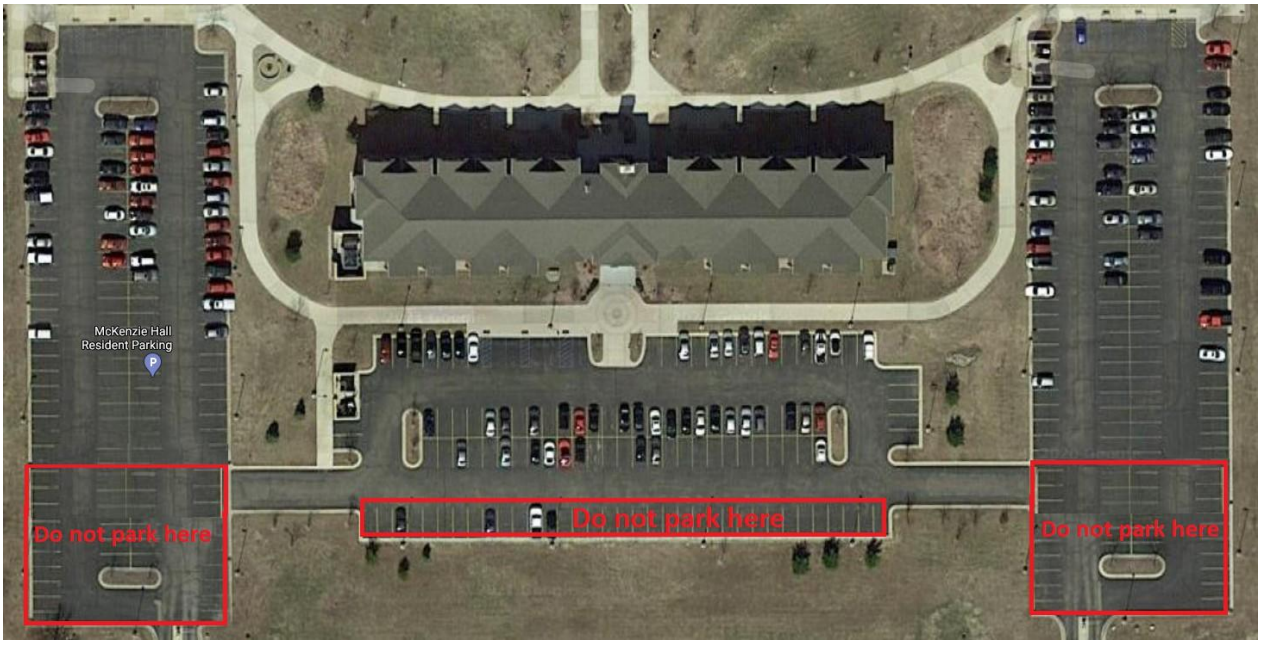
Any vehicles parked in the residence hall parking lots must be in good working condition and drivable. Students cannot conduct maintenance on their vehicles in residence hall parking lots. Students must be able to move vehicles to other lots when requested by SMC staff. Non-working vehicles will be towed at the owner's expense. Vehicles not moved when requested by Residence Life staff will be towed at the owner's expense.

Residence Life staff may search any vehicles parked in the residence hall parking lots if they have a reasonable suspicion that prohibited or illegal items are stored in the vehicle.

Visiting guests should request a temporary parking pass for their vehicle when being checked in by their host. This temporary pass should be displayed on the vehicle's windshield while parked in a residence life parking lot. Any vehicles found without a pass will be towed at the owner's expense.

Snowplowing

During the winter months, buildings and grounds staff will periodically plow the parking lots to remove snow. During the months that snow is likely to occur, the backs of all three residence life parking lots are designated as snow removal lanes. Any vehicles parked in these areas will be towed at the owner's expense.



Mail

Mail and packages are delivered to the campus mail room Monday through Friday when the college is open. The campus mail room is located in the Lyons Building across from the campus bookstore. There will be a minimum 24-hour delay between mail delivery and mail sorting. Residence Life is not responsible for lost or damaged mail or packages.

Mail and packages will not be forwarded once a student leaves residence life facilities. Mail and packages for students no longer living in housing will be marked as returned to the sender. It is the responsibility of the student to ensure they have updated their mailing addresses once they have moved out of Residence Life. Any mail or packages that are not able to be forwarded through USPS will be considered abandoned five days after delivery and will be disposed of.

Equipment

Any equipment checked out from the residence hall front desk (e.g., vacuum, board games, moving bin, etc.) must be returned within 24 hours. Failure to return equipment that has been signed out could result in the resident being charged for replacing it.

Common Area Etiquette

All residents must be fully clothed when in any of the residence hall common areas. This includes shoes, a shirt, and pants. Common areas include lobbies, elevators, and laundry rooms.

Residents and their guests are not allowed to sleep in any of the residence hall common areas.

Disrespecting Staff Members

Southwestern Michigan College is committed to maintaining a work environment that respects the dignity and worth of each member of its community. Disrespectful behavior towards staff members who are fulfilling their job responsibilities undermines the principles of respect and integrity that form the foundation of the academic and professional standards of Southwestern Michigan College.

Disrespectful Behavior includes, but is not limited to:

- Verbal abuse or offensive language directed towards staff.
- Threats, intimidating, or aggressive behaviors.
- Derogatory comments or behaviors that demean individuals based on their race, gender, nationality, religion, or sexual orientation.
- Persistent disruption of conversations, meetings, or work procedures.
- Public humiliation, including via social media platforms.

Responsibilities:

- Staff are responsible for conducting themselves professionally and reporting disrespectful behavior they witness or experience.
- Students must respect all members of the Southwestern Michigan College community and adhere to this policy.

Housing Sanctions

Please note that each situation is unique. Depending on the severity of the violation, a sanction may be elevated or lessened. This is a guideline and does not cover all circumstances.

Action	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence	6th Occurrence
Guest Policy Violation	Warning	Lesser Loss of Guest Rights (1 Month)	Loss of Guest Rights (Entire Semester)	Failure to Comply		
Security Violation	Warning	Loss of Guest Rights (Entire Semester)	Failure to Comply			

Action	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence	6th Occurrence
Noise Violation	Warning	Warning	Warning	Minor Loss of Guest Rights (1 Week)	Lesser Loss of Guest Rights (1 Month)	Loss of Guest Rights (Entire Semester)
Prohibited Item	Warning + Confiscation of item(s)	Warning + Confiscation of item(s)	Minor Loss of Guest Rights (1 Week) + Confiscation of item(s)	Lesser Loss of Guest Rights (1 Month) + Confiscation of item(s)	Loss of Guest Rights (Entire Semester) + Confiscation of item(s)	
Health and Safety Violation	Varies					
Hall Sports	Warning	Warning	Failure to Comply			
Solicitation	Warning	Lesser Loss of Guest Rights (1 Month)	Failure to Comply			
Drug Odor	Warning, Room Search	Educational Sanction, Room Search	Failure to Comply			
Failure to Comply	Varies					
Fire Violation	Damage Costs, Housing Probation	Damage Costs, Failure to Comply				
Smoking (Vapes, Cigarettes in Room)	Educational Sanction	Loss of Guest Rights (Entire Semester)	Failure to Comply			

Action	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence	5th Occurrence	6th Occurrence
Broken Furniture	Damage Costs, Warning	Damage Costs, Warning, Lesser Loss of Guest Rights (1 Month)	Damage Costs, Warning, Loss of Guest Rights (Entire Semester)	Damage Costs, Housing Probation, Loss of Guest Rights (Entire Semester), Failure to Comply		

Emergency Protocols

Safety and Security Protocols

In the event of an emergency, SMC and the Department of Residence Life aim to ensure that all residents are fully prepared and know what to do and how to respond. Resident safety is of the utmost importance. Resident Assistants will meet with all students at the beginning of each contract term to review emergency protocols. Residents should know all protocols and take all alarms, threats, and warnings seriously.

Tornado

Tornadoes can occur at any time but are more prevalent during the Spring months. They are usually a funnel-shaped cloud, spinning rapidly and extending toward earth from the base of a thundercloud. When close by, a tornado sounds like the roar of airplanes.

A weather monitor is located at the front desk. In the case of severe weather or tornado, an alarm will sound (students should hear an alarm that is a steady tone, as opposed to a fire alarm sound, which is a ringing sound), and all residents in the building will be directed down stairwells to the basement. First-floor residents may take shelter in their bathrooms. Residents should not use the elevator. Suitemates should check to make sure other suitemates are exiting the apartment. Residents should take keycards and close all doors.

Residence Life does not provide flashlights. Residents should consider obtaining flashlights for their suite in the event of a power outage or extreme weather. Candles are prohibited.

Tornado Watch

A tornado watch means that conditions are favorable for the development of a tornado. A tornado watch will be announced only through local radio and television (no sirens). Although tornado watches are issued frequently, one should be prepared to take appropriate action should threatening weather develop.

Tornado Warning

A tornado warning means that a tornado has been sighted, and SMC is in its path. The County Emergency Management Agency will activate its siren. The siren will issue a steady tone for three to five minutes. If residents hear the siren, they should proceed to the designated areas as discussed above.

Bomb Threat

In the event a bomb threat is received:

- Residents will be evacuated immediately from the building. Residents should stand at least 100 feet from all buildings.

- No one may re-enter the building until clearance is given by SMC staff or the Residence Life professional staff. Should it be determined that the individual responsible for the bomb threat is a student, the college will initiate immediate disciplinary action and refer the student for criminal prosecution.

Fire Alarm

All suites and common areas are equipped with heat detectors. Should the heat detector in a resident bedroom or suite go off, it will not trigger the entire building system. Residents with an out-of-control fire in their suite or bedroom should exit their suite, pull the door to their bedroom and suite shut (to prevent the fire from spreading), and pull the fire alarm in the hallway to activate the all-community alarm. The resident should then call 911 and find a staff member or firefighter and tell them where the fire is located and, if possible, how it was started. At no time should a resident try to combat or continue to combat a fire that is out of control. If a resident does not feel safe or a fire extinguisher is not doing enough, the resident should exit as quickly as possible and do as much as they safely can to alert the rest of the community.

When a fire alarm sounds, residents should always respond as if it is a real fire. Residents should immediately exit their suite. Procedures for exiting during a fire alarm are as follows:

- Feel all doors and door knobs for heat on the other side with the back of your hand before opening them. If a door is hot, do not open it. If a door is not hot, open it cautiously and be prepared to quickly shut it if smoke or flames start to rush in. If no flames or smoke rush in, look out and check the hallway. If clear, close your door and walk to the nearest exit. Never use an elevator during a fire. Take the stairs to the ground level and exit the building. Once you have exited the building, meet in the designated evacuation area and find your floor and group so that staff can properly account for all residents. Follow all instructions of Residence Life staff and other SMC officials. Always stay 25 feet away from the building, and areas firefighters need access to.
- If smoke or flames rush into your suite, close the door quickly. If time permits, place a wet towel under the door to prevent smoke from entering your suite. If possible, close yourself into a bedroom with a window, again closing the door and placing a wet towel under the door. Open your window and hang a towel outside for someone to see. If you have a cell phone or phone near you, call 911 and tell them which suite you are trapped in and the location of the fire. Tell them you have hung a towel out your window as a sign of where you are. Remain calm and stay on the line with the operator. If you do not have a working phone, go to your open window and start yelling for help. SMC staff and firefighters should be inspecting the outside of the building looking for anyone in distress.
- Residents should remain in the designated evacuation area with their floor group until an all-clear is sounded or they are instructed that they may return to the building. If the building remains unsafe to re-enter, residents will be relocated for the evening and given instructions by SMC staff.

Knowingly or negligently causing or attempting to cause a fire in a college building and initiating or causing to be initiated any false alarm, report, warning, or threat of fire, explosion, or other emergency is prohibited and a cause for disciplinary action. Misuse or damage to fire safety equipment such as fire extinguishers, exit signs, first aid kits, or emergency supplies is also prohibited and a cause for disciplinary action. Failure to evacuate the building during fire drills or fire alarm activations is cause for disciplinary action.

Fire Extinguishers

If a fire is minor and a resident feels safe handling it, all suites are equipped with fire extinguishers. To use a fire extinguisher:

- **P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- **A**im at the base of the fire, not the flames. This is important: To put out the fire, you must extinguish the fuel.
- **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and

then move towards the fire once it diminishes. Be sure to read the instructions on your fire extinguisher- different fire extinguishers are recommended for operating from different distances. Remember: Aim at the base of the fire, not at the flames!

Once the fire is out completely, residents should call 911 and find a staff member to file a report. Firefighters should still be called to the scene to assess the cause of the problem and make sure the fire is completely out.

Fire Log

Federal law requires that every college that operates on-campus student housing facilities maintain a written and easily understood log of all fires that occur in such facilities, including records of the nature, date, time, and general location of each fire.

- The law requires that the log be available for public inspection for the most recent 60 days and that additions or changes to it be made within two business days of receiving the information.
- The law also requires that any portion of the log older than 60 days be made available within two business days of a request for inspection.

For the purpose of this log, a "fire" is "any instance of open flame or another burning in a place not intended to contain burning or in an uncontrolled manner." If a specific day is not listed, no fires were reported on that day.

This fire log will be available at each residence hall front desk.

Campus Lockdown

RAVE is SMC's emergency notification service, which is free to students, faculty, and staff. This system sends safety alerts and advisory messages immediately to all phone numbers provided by SMC students, faculty, and staff. In the case of a campus lockdown, residents will receive notification via the RAVE system, and a campus message will be sent out on SMC Wired.

During a campus lockdown, residents are asked to remain where they are, lock doors to suites and bedrooms, stay clear of windows, and wait until an all-clear message is sent or directions are given through the RAVE system or on the SMC Wired account. If a resident feels that he or she is in immediate danger and cannot relocate, he or she should call 911.

Emergency Contacts

Residence Life may contact individuals identified by a resident as emergency contacts at any time SMC deems such contact appropriate. Students will also be asked to leave an emergency contact in case they are reported as missing. This contact will be kept confidential and will only be used for the purpose of a missing person report.

Missing Person Policy

A missing person is anyone whose absence is contrary to his/her usual pattern of behavior, and it is suspected that unusual circumstances may have caused the absence.

Residence Life will ask residents to provide a missing person contact during the application process. This information will be stored separately from the emergency contact information collected and will only be used for the purpose of a missing person.

Residence Life will first attempt to locate the individual. If we cannot contact the individual, we will notify SMC's Security Coordinator, who will work in conjunction with the Dowagiac Police Department.

Residence Life will contact the missing person contact provided by the student within 24 hours of determining the student is missing. Residence Life will also contact the parent of any student under the age of 18.

Room Entry

Periodic Safety Inspections

Department of Residence Life and Buildings and Grounds staff may periodically inspect suites, including bedrooms and bathrooms, to ensure no safety hazards exist. Staff will notify students the week during health and safety checks and will attempt to give residents at least 48 hours notice before the inspection. During the safety inspection, SMC staff will check for malfunctioning appliances, unreported damage, and ensure that the apartment is being kept in an overall clean and safe condition. Following the inspection, SMC staff will leave the residents notice that the inspection was completed and inform them of any follow-up that may be necessary. While an attempt will be made to give residents adequate notice of room entry, residence life staff and buildings and grounds staff may enter rooms without prior notification.

Maintenance Inspections and Repairs

SMC staff may enter suites and inspect common areas, bedrooms, and bathrooms during routine maintenance inspections. These inspections are designed to alert staff to maintenance and upkeep needs, prevent short—and long-term damage to buildings, and prevent unnecessary charges or fees to residents. SMC will attempt to provide residents with at least 24 hours notice before conducting one of these routine inspections, but this may not always be possible.

Following the submission of a work request, maintenance staff will attempt to repair the issue as soon as possible. In these instances, SMC staff will knock and announce themselves before entering the suite. If, after three attempts, no one opens the door, SMC staff may open the door and enter the suite without a resident present. Following the inspection, SMC staff will leave the residents notice that the inspection or repairs were completed and inform them of any follow-up that may be necessary.

Emergency Inspections

SMC staff may enter any suite without notice or permission when there is reason to believe that a resident may be violating this handbook, SMC rules or regulations, or federal, state, or local law, or when entry is necessary to protect someone’s health or safety or to preserve the rights of other residents.

Discovery of Violations or Contraband During Inspection

If, during an inspection, a staff member observes evidence of a violation of the Code of Conduct, Residence Life policies, SMC’s rules and regulations, or of a federal, state, or local law, the staff member may contact appropriate SMC authorities who may enter the suite or the bedroom or bathroom to investigate further. If an inspection reveals contraband or an item likely to cause a safety threat to the building or the community, SMC staff may confiscate the contraband or item without the resident's consent. If evidence of a violation of the Code of Conduct, Residence Life policies, SMC rules, or federal, state, or local law is discovered during an inspection, the resident or residents of the suite may be subject to further investigation and discipline. If SMC staff discover, during the course of an inspection, evidence of illegal activity, staff may refer the matter to law enforcement personnel for further investigation and possible prosecution.

Media Policy

Media

Residents may not knowingly permit media members to enter Residence Life facilities without the approval of the Director of Residence Life.

Solicitation and Posting

To protect the safety, welfare, and privacy of student residents, solicitation from outside vendors is prohibited. Residents and their guests may not sell or distribute items door-to-door in resident housing buildings without the prior approval of the Director of Residence Life. If a resident notices a violation of this policy, the resident should contact the front desk immediately.

Signs advertising academic, educational, or social activities sponsored by SMC or official SMC organizations may be posted in authorized areas of campus housing buildings after they are stamped by

Marketing. Signs not stamped by Marketing will be removed. Stamped materials must be delivered to the building Residence Hall Manager.

Residents may not post personal items on the walls, doors, or unauthorized bulletin boards in public or common areas of the student housing buildings, including, but not limited to, rideshare information, offers to buy or sell items, or advertisements for events that are not sponsored by SMC or an official SMC organization. Students may post such items on public or community bulletin boards designated for such postings. SMC is not responsible for the content of material posted on public or community bulletin boards.

Image and Comment Release

By this notice, any student, staff, faculty member, or visitor to any Southwestern Michigan College property hereby grants permission to Southwestern Michigan College to use his, her, or their likeness and/or voice in photograph(s), video, or audio recordings in any of its publications, on any of its online sites, online sites used by the college including social media, and in any or all other media without further consideration. Additionally, any student, staff, faculty member, or visitor also acknowledges that Southwestern Michigan College may choose not to use his, her, or their photo, or video likeness, comments, or audio recordings at this time but may do so at its own discretion at a later date. Any student, staff, faculty, or visitor also grants permission to Southwestern Michigan College to interview him, her, or them and use said comments in any of its publications, on any of its online sites, and in any or all other media without further consideration. The student, staff, faculty member, or visitor will make no monetary or other claim against Southwestern Michigan College for using the interview, photos, video, or audio.

All negatives, positives, and digital files, together with the prints, shall remain Southwestern Michigan College's property, solely and completely. If a student, staff, faculty member, or visitor does not wish to have his, her, or their photo, likeness, and/or voice used, notice must be provided to SMC each academic year in which said person does not want his, her or their image or quotes used.

Terms and Conditions

Housing Not Guaranteed

Campus housing space is limited. The college does not guarantee that campus housing will be available for every student who attends or submits a Residence Life application.

Requests for Specific Assignments

The college reserves full discretion to assign and reassign residential students to specific residential units. The college will consider requests for specific assignments, including requests for roommates or requests to transfer to a different residential unit, but it has no duty to grant those requests. In order to accommodate additional students on campus, residents may be asked to bunk their beds. Both occupants of the room will receive a monthly stipend of $250 for the duration of their time in the bunked arrangement. Once alternative space becomes available, the resident who was not originally assigned to the room will be required to relocate to the new assignment.

Notification of Assignments

If the college accepts a Residence Life Application, it will notify the student of the assignment by sending an assignment letter to the student by email. The assignment letter will identify move-in dates and times.

Students Starting After the School Year Begins

If a student submits a Residence Life Application after the start of the academic year and the college accepts the application, the student must pay the full amount of Residence Life fees before the student is allowed to move into a residential unit. Residence Life fees are paid on a term basis and are not prorated.

Payment Options

A residential student may make payments by check or credit card. Payments must be sent to Southwestern Michigan College, 58900 Cherry Grove Rd, Dowagiac, MI 49047 (the words "Residence Life"

should be included on the memo line of the check). To arrange payment by credit card, a student must access their Bill and Payment Center through SMC Wired.

Failure to Pay

Unpaid Residence Life fees are a debt owed by the student to the college. The college may take all lawful measures to collect the debt. The college may prevent a student from registering for classes for from receiving final transcripts if the student has outstanding debt to the college. If the residential student fails to pay fees timely, the college will charge the student 1.5 percent monthly interest, or the maximum interest allowed by law, whichever is less, for each month the fees remain unpaid. The college may terminate a Residence Life contract if a student fails to pay the required fees by the due date.

Services and Items Provided by the College

The college will provide its residential students with the following services free of charge: 1.) electricity, 2.) heat, 3.) water and sewer, 4.) trash removal, 5.) wireless Internet, 6.) cable television. The college will also provide residential students with basic furniture, including bed, desk, desk chair, living room furniture, and kitchen table and chairs.

Subletting Prohibited

Residential students may not sublet any portion of their residential housing unit to a third person. Residential students may not transfer rights or responsibilities contained in this document or the Residence Life application and contract to any third party.

Personal Property

The college is not responsible for personal property belonging to residential students or their guests. Residential students should consider obtaining renter's insurance.

Termination by the College

The college may unilaterally terminate a Residence Life contract if any of the following occur: 1.) a residential student no longer meets the terms and conditions necessary for residing in the college's campus housing as provided in this document and the Residence Life contract; 2.) a residential student violates the terms of this document, the Residence Life application or contract, the college's Residence Life community standards, the college's Student Rights and Responsibilities Handbook or any applicable federal, state, or local law; or 3.) a residential student fails to pay Residence Life fees timely.

If the college terminates a Residence Life contract for any of these reasons, the college will provide the student written notice of termination. The student must vacate his or her campus housing unit within 48 hours from when the student receives notice from the college. If the college terminates the contract, the student remains responsible for all fees due under the contract for the entire contracted period.

The college reserves the right to remove a student from the campus housing unit without providing 48 hours' notice if the student's continued residence in the campus housing unit poses an immediate risk to the student's safety or to the safety of others or if the student continues to violate Residence Life policies or the policies located in the Student Handbook.

Release or Modification by the College

The college may release a student from a contract or otherwise modify the terms of a contract. For example, the college may modify the contract term to a term shorter than a fall and spring term if a student will only be enrolled in the college for one semester. The college has no duty to modify the terms of a contract.

Termination due to Extraordinary Circumstances

If a campus housing unit is destroyed or damaged to the point where it is no longer habitable, or if an emergency or catastrophe prevents a student from using a campus housing unit, the Residence Life contract will be immediately terminated. The student will be responsible for fees according to the terms of their contract. The college is not liable for any costs or expenses incurred by a student or any other person due to such a termination.

Damage to Campus Housing Unit

If a residential unit is damaged during a contract period beyond normal wear and tear, the residential students assigned to that campus housing unit must pay for the repair costs. Residential students are also responsible for damage that occurs to the area directly exterior to the door of the campus housing unit.

Maintenance of a Campus Housing Unit

The college will provide basic maintenance and repair to the campus housing unit at no cost to the residential students as long as the maintenance and repair are not the result of damage to the unit beyond normal wear and tear. Residential students must keep their units clean, and they may not place trash outside the door of their units. The college may fine residential students who violate these requirements.

Right to Enter and Inspect

College staff may enter a campus housing unit without notice in the event of an emergency or if they believe that the unit is violating law, policy, or the terms and conditions of the Residence Life contract. Staff may also enter a campus housing unit for maintenance and repair purposes.

Campus Life

Southwestern Michigan College promotes a lively campus through the recognition of clubs, the development of student leaders, the teamwork of intramural athletics, and the promotion of recreational and social activities.

Student Clubs

Southwestern Michigan College encourages students to form clubs that are congruent with the educational mission and goals of the college.

Officially recognized clubs may be eligible for assistance from the college in the form of financial assistance, use of facilities and the ability to post public notices of meetings and events, as well as being recognized on the college website and via official college social media channels.

Students wishing to form such clubs must have an advisor who must be a full-time member of the college faculty or professional staff and must submit an application for club approval to the Director of Campus Life. Information and applications can be picked up at the SAC front desk. The application must include a statement of purpose and objectives that are congruent with, and supportive of the mission, goals and core values of Southwestern Michigan College. Applications that are supported by a three-person panel of Campus Life professional staff members will be recognized as an official club.

Applications that are rejected by said panel may be appealed by the faculty/staff advisor to the Vice-President of the Student Experience, who will make the final decision to approve or not approve the formation of the club.

Once a club is officially recognized through the approval of the Director of Campus Life (and/or the Vice-President of the Student Experience upon appeal), official recognition may be maintained through an annual acknowledgment by the Director of Campus Life, provided a full-time faculty/staff advisor remains in place and the mission and charter of the club remain unchanged.

Council of Clubs

The Council of Clubs provides organization, opportunities for collaboration, leadership development, continuity, and governance to officially recognized SMC student clubs and organizations.

The council is composed of one student representative from each club or organization currently recognized as an officially sanctioned group at Southwestern Michigan College. The Council of Clubs will meet once a month throughout the academic year (Fall and Spring semesters) in order to vote on funding requests and discuss matters impacting clubs and organizations throughout campus.

Goals and Student Learning Outcomes for the Council of Clubs

- Develop student leaders.
- Enhance student support (buy-in) for campus activities and thus increase student interest in and attendance at events.
- Offer an opportunity for student organizations to self-govern (through a modest designated amount of funds to support student organization activities that the council would award).
- Foster collaboration among student organizations for larger events and activities.
- Establish continuity for the clubs as leaders graduate.
- Ensure that club officers understand college policies related to student organizations.

Student Activity Center

The Student Activity Center (SAC) in the Charles O. Zollar Building is a vibrant physical recreation and education center serving currently enrolled students, faculty, staff, and community members. The SAC is a student facility that is open to community membership. The SAC is staffed to ensure that all activities are coordinated, safe, and suit the desires of current students.

Rules and Regulations

- No admittance without an SMC ID card. All students, employees, or community members must swipe their ID each time they enter.
- Students, employees, or community members who willfully ignore or refuse to swipe their ID each time they enter the facility will be asked to return to the entrance to swipe their ID. Failure to comply with this will result in disciplinary action up to and including loss of facility privileges for an indeterminate period of time.
- A guest must show a government ID in order to purchase a day pass.
- Entering through an emergency exit door or providing access to others through such door will result in immediate and long-term loss of SAC privileges and referral to the Security Office.
- No one under the age of 16 will be allowed to use the SAC. Special consideration may be given to dual-enrolled high school students.
- Any display of poor conduct, abusive language, fighting, or willful destruction of college property will result in the loss of facility privileges. If appropriate, other disciplinary or legal action may be taken.
- The SAC is a clean air zone. Smoking and vaping are prohibited inside the building.
- Proper safety equipment is required for all activities including, but not limited to, bicycle helmets and appropriate climbing harness.
- Portable speakers are prohibited in the SAC. Members must utilize personal headphones if interested in playing their own music.
- In order to use a specific room (dance studio, classroom, theater), a member must first check with the front desk attendant to make sure that the space is available. Once availability is confirmed, users must sign the "Student Request Log" to reserve the room.
- The Student Activity Center reserves the right to refuse service to those involved as perpetrators in any incident (on or off campus) that, due to the nature of the alleged behavior, causes a potential for the disruption of college activities or the possibility of risk to the safety and/or welfare of specific individuals, the property owned by SMC, or to the general college community.

Fitness Center

- Appropriate fitness attire is required at all times. No jeans are allowed.
- Athletic shoes must be worn at all times. Sandals, slippers, work boots, and shoes that mark the floor are not permitted.
- Only water or athletic drinks, in sealable plastic containers, are permitted.
- Food is not permitted in the fitness center.
- The fitness center is not responsible for lost or stolen items.
- Personal items and bags must be stored in lockers which are available from the front desk.
- All equipment must be used in the manner for which it is designed.
- When finished using plate-loaded equipment, please re-rack all bars and plates.
- Use of chalk is not permitted.
- Please do not drop or slam weights.
- Collars must be used during all lifts using plate weights and bars.
- Spotters are strongly recommended for free weight exercises. The fitness center attendant can assist with spotting.
- A 30-minute time limit on all cardiovascular equipment is enforced during heavy usage periods.
- Please wipe down equipment after each use.
- Report any damage or injury immediately to the fitness center attendant.
- Orientations are strongly recommended for individuals not familiar with the equipment.
- Orientations may be by appointment or walk-in. Check at the front desk.
- The fitness center reserves the right to refuse service to any member who violates any rules or proper etiquette toward fellow members or staff.

Multipurpose Room

- Individuals hoping to use the dance studio outside of regularly scheduled classes must check in at the front desk prior to using the space.
- No street shoes allowed when using the room for exercise purposes.
- No food or drink, with the exception of water.
- If using the sound system, the volume will not go so high as to disrupt members outside of the dance studio.
- If equipment is used, all items must be thoroughly cleaned and placed back in its original spot once finished.

Fieldhouse

- Appropriate attire is required. This includes clean, non-marking shoes.
- Shirts and workout gear are required.

- Food and beverages are not permitted in the gym outside of concessions during athletic events. Exceptions would include bottled water and sports drinks.
- No dunking.
- Book bags and personal items are your responsibility. Please secure in a locker or cubby, provided at the facility. Do not bring valuable items into the facility

Climbing Gym

- No food or drink allowed inside the rock-climbing gym, with the exception of water.
- Proper climbing attire must be worn, including climbing shoes. Climbing shoes are not to be worn outside the rock-climbing gym.
- No street shoes allowed on the wall.
- No chalk is allowed. Ecoballs are provided as an alternative.
- No jewelry (necklaces, rings, bracelets) allowed while climbing.

Event Theater

- Members must ask for assistance before using any and all equipment housed within the theater.
- Appropriate clothing must be worn while inside the theater; shirts, pants and shoes all are required.
- No standing on the seats.
- No resting your feet on any part of the seats.
- The theater may not be used to show anything pornographic or discriminatory in nature.

Game Room

- Appropriate clothing must be worn while in the game room. Shirts, pants, and shoes are required.
- No food or drink may be set on any gaming surfaces, including the pool tables, ping pong table, air hockey table, shuffleboard table, and/or foosball table.
- No sitting on gaming furniture, including the pool tables, the ping pong table, air hockey table, shuffleboard table, and/or the game console tables.
- No yelling or other loud noises.
- No derogatory, discriminatory, or excessive language may be used.
- Misuse or abuse of equipment will result in the loss of privileges or possibly fines.
- Video game console memory is wiped on a monthly basis but may be wiped sooner if staff deems it necessary.

Intramural and Club Sports Participant Policy

Southwestern Michigan College promotes an intramural program that encourages sportsmanship, teamwork, and healthy competition.

Mission Statement

To enhance each participant's learning and social experience by engaging the college community in healthy lifestyles through sports, fitness, and recreational opportunities.

SMC-issued ID Card

Participants must present their valid SMC-issued photo ID at all games. No one is allowed to participate in any intramural activities without proof of identity and current student status. Any player attempting to play under an assumed name or using an invalid ID shall be banned and subject to suspension for the remainder of the semester.

Intramural Staff

Campus Life staff is the final authority on all intramural activity, discrepancies, and disputes. The intramural staff will be responsible for organizing all intramural events, teams, facilities, officials, and managing the contests. The Director of Campus Life may also be included to consult on any intramural matters.

Participants must realize that game officials are the first source of ruling and information. Participants are reminded that game officials are often students themselves, just learning how to referee and are not seasoned veterans. The intramural staff (if not serving as an acting referee) should only be consulted on interpretation or application of the rules.

Intramural staff may intervene to stop play at any time. Situations such as disorderly conduct, abusive language, or fighting are potentially dangerous and could lead to the termination of a contest and assessing a forfeit or removing player(s) from the event. Intramural staff has full discretion regarding removing any participants due to foul language or general inappropriate behavior.

Assumption of Risk

Students are advised that participation in the intramural program involves physical risk. Participation is strictly voluntary. The possibility of injury exists during the course of normal activities. Injuries and their resulting costs are solely the responsibility of the participant. The risk of injury extends to the physical being, but risk can also include loss of personal belongings. Each participant is required to sign a waiver prior to participation in any activity.

Alcohol and Drug Policy

If any participant is suspected to be under the influence of alcohol or drugs during an Intramural activity, the individual will be asked to leave the event. If the individual does not comply, stoppage of the activity or a forfeit could result.

Eligibility

All students, faculty, and staff, both full-time and part-time, who are enrolled in classes and in good standing with the college are eligible to participate in the intramural sports program, with the following exceptions:

- Participants may play on only one team per league per season. A player declares his team preference with their first participation. Any changes must be approved.
- Any team using an ineligible player shall forfeit all games in which the violation occurred.
- Any player ejected from a game shall be suspended immediately and must apply to schedule a Meeting for Reinstatement with the intramural staff.

Team Requirements and Equipment

All teams, partial, full, or free agents, must sign up using the designated IMLeagues page for Southwestern Michigan College. Students can go to their website and search SMC's page, but it is encouraged that each student download the app from their respective app store. Partial teams may sign up and have other participants assigned to fulfill their roster. A team must adhere to both the minimum and maximum players allotted according to the sport. Roster additions may be made at any time during the week. A game-day addition must be made one hour prior to game time.

Teams are allowed to wear their own uniform (or shirts) provided that they are appropriate for the sport. Teams without uniforms will be given jerseys to wear in order to differentiate between teams.

All game equipment will be provided by SMC, but players are allowed to use their own equipment (within the rules) as well.

Forfeits

Teams are strongly encouraged to arrive at least 15 minutes early for their scheduled games. GAME TIME IS FORFEIT TIME. If a team is not ready at game time or does not have the minimum number of participants necessary, a forfeit shall be declared. A forfeit is equivalent to a loss on the team's record. Multiple forfeits may disqualify a team from tournament competition, unless otherwise allowed by the intramural staff.

Rule/Policy Changes

The Student Activity Center and the intramural program reserve the right to change and/or put into effect any new rules or policies deemed necessary without notice.

Jewelry and Other Equipment

Officials and intramural staff have the authority to disallow any participant from wearing any equipment, including jewelry, which in their judgment is dangerous or disadvantageous to other participants. This is for the safety of all players, including the wearer of such equipment. There are no exceptions to the policy other than for religious reasons.

- Jewelry is not allowed to be worn by any participant. This includes rings, watches, earrings, necklaces, bracelets, and any other unconcealed body piercing. Medical bracelets are permissible, but must be secured to the body. No exceptions will be made!
- Proper shoes must be worn. Participants will not be allowed to play in non-athletic shoes or sandals, flip-flops, etc. Cleats are acceptable for outdoor events; however, metal cleats are not allowed. Intramural staff shall have the final say.
- No headgear is allowed to be worn while participating in an intramural event. This includes hats, bandanas, beanies, and scarves. Exceptions could be made for injuries or for weather but need approval.
- Participants should be dressed in the proper gear for the activity. Street clothes and jeans are generally not appropriate for sporting contests.
- Hard casts or braces are not allowed. Soft casts and braces will need approval.

Players found in violation of this policy and thus endangering the safety of all participants, shall be penalized with unsportsmanlike conduct and removed from the game. If the player rectifies the equipment issue, they may be allowed to return.

Protests

Athletic contests are competitive. While acknowledging this inherent quality, SMC, the SAC, and the intramural program believe that all participants, while competing to the highest degree, will maintain their composure. If a dispute arises, a proper protest protocol will be followed. If, after discussion with officials and intramural staff, the interpretation is not able to satisfy one team, they may declare to them that they will continue to play "under protest." Protests will not be allowed in matters involving an official's judgment, only on rule interpretation. The intramural staff reserves the right to rule in any matters not covered in intramural policies. We will apply the "spirit" of the rules and fairness in all situations.

Reinstatement Process

Any participant who is ejected from a contest, violates the Intramural Code of Conduct, or is suspended for other disciplinary reasons may not participate in another intramural activity until they have applied for, and were granted, a Meeting for Reinstatement with intramural staff.

Intramural Code of Conduct and Sportsmanship Policy

Intramural Code of Conduct

The SAC and intramural sports program take sportsmanship very seriously, and offenders will be dealt with accordingly. Sportsmanship policies will be enforced strictly to ensure the safety and enjoyment of ALL participants, including our student intramural staff. Actions that are dangerous and/or conduct that is detrimental to the intramural program will not be tolerated and are grounds for suspension from further participation in all intramural sports activities. All teams will be graded on their sportsmanship after each contest. The grading scale will work just like a GPA (i.e. 1.0; 2.0; 3.0; 4.0). Teams' sportsmanship grades are how they are permitted for postseason play. If a team has less than a 2.0 after the regular season has concluded, they will not be allowed to participate in the end-of-season tournament.

The intramural program has the jurisdiction to suspend or remove individuals and teams from participation in any and all intramural sports activities. The intramural program and SAC reserve the right to remove any player or team for involvement and/or further unsportsmanlike actions.

Unsportsmanlike Behavior

The rules stated below will govern all intramural play:

A. Unsportsmanlike Conduct
   Any person who commits, attempts to commit, incites or aids others in committing any acts of misconduct shall be subject to disciplinary procedures.
B. Intramural staff will be the final judge of what is unsportsmanlike.
C. Unsportsmanlike conduct includes, but is not limited to, the following:
    1. Fighting (pushing, punching, tripping, late hits, or any type of physical contact deemed unnecessary).
    2. Using profane, inappropriate, insulting, or vulgar language or gestures—incidental or otherwise.

3. Verbally or physically baiting or taunting an opponent, including "trash talking" in any manner.
4. Attempting to influence an intramural staff member's decision.
5. Dissent towards an intramural official or staff member's decision.
6. Disrespectfully addressing intramural staff.
7. Physical contact with intramural staff.
8. Failure to follow the directions of any intramural staff member acting in performance of his or her duties.
9. Physically damaging a facility, equipment, or other provided intramural apparatus (example: hanging on the basketball rims).
10. Engaging in any general unsportsmanlike act, especially those that show disregard for intramural rules and policies (unsportsmanlike conduct penalties).
11. Any attempt to strike an opponent or intramural sports staff member.
12. Aggressive action toward a participant or intramural sports staff member.

D. The following policies will also be considered in dealing with unsportsmanlike conduct:

Incidents reported to the administrative staff which indicate unsportsmanlike conduct include failure to adhere to facility policies and procedures; failure to follow verbal instructions of a staff member; failure to provide personnel with proper identification upon request; unauthorized use of facilities; theft or damage to facilities or equipment; and physical or verbal abuse directed toward a staff member, spectator or participant. In doing so, the individual(s) involved will be questioned and may be required to submit a written statement of the incident within seven days of the occurrence. Written statements from on-duty personnel and witnesses will also be obtained. At the conclusion of the internal investigation, intramural staff will rule on the incident. Penalties could include temporary or permanent probation, suspension from the facilities for a specified period of time or permanent loss of access to recreational facilities.

Ejections and Suspensions

A. There is an automatic minimum of a one-game suspension for all individual ejections.
B. Players may be ejected for two unsportsmanlike penalties, one severe unsportsmanlike penalty, or may be removed by an intramural staff member for a gross violation:
    1. A player receiving two unsportsmanlike penalties (Examples: two yellow cards/two technical fouls/two unsportsmanlike conducts (UCs)/two major penalties) or one flagrant foul.
    2. A player called for one unsportsmanlike penalty (Examples: red card/technical foul).

A. A player can be ejected at the discretion of an IM sport supervisor (Example: taunting from a sideline or an attempt to injure another player).
B. Ejected players will be asked to leave the field of play and the facility. The ejected person must leave the playing area immediately and has ten minutes to leave the facility. Any ejected person not adhering to this rule could cause their team's game to be forfeited and face possible referral to the SAC manager.
C. Most suspensions will be served in the sport in which the offense occurred, but individuals can be suspended from all intramural sports and events depending on the severity of their offense.
D. In cases occurring late in the sport season or the academic year, a suspension may carry over into the next sport, season, semester, or academic year.

Club Sports

Southwestern Michigan College (SMC) offers students the opportunity to travel off campus, or bring other teams to campus, to compete in Club Sports. Currently, SMC offers Boxing, eSports, and Bass Fishing as Club Sports. Jerseys will be provided for all Club Sports participants. SMC reserves the right to alter, or add more Club Sports based on student interest. Any student interested in joining or starting a Club Sport should contact club sport staff. All of these offerings are open to all students, so long as they meet the requirements for their respective teams.

Esports Requirements

- Minimum GPA of 2.0. Students in their first semester that have not accumulated a GPA will be granted one free semester. Their GPA's will be evaluated the following semester for eligibility.
- Students participating on teams that are affiliated with the NJCAAE (i.e. Rocket League) must be enrolled full-time (12 or more credits). Players on teams that are not affiliated with the NJCAAE must be enrolled at least half-time (6 or more credits).

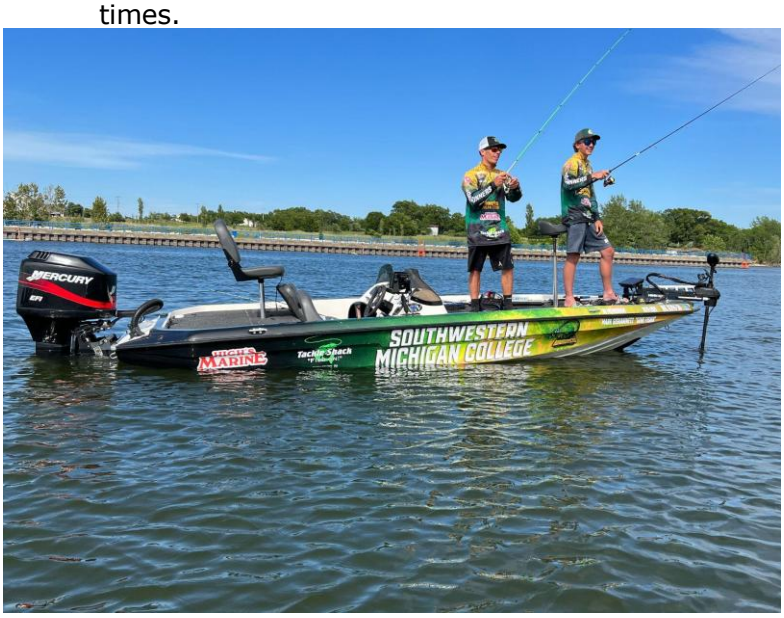
- Controller players must provide their own controller. Keyboards, mice, headsets, and PCs will all be provided by SMC
- It is expected that each player is at every practice, and every match. Any absence must be excused by the designated captain of a student's respective team. Any absence should be reported to the captain of the team a week in advance, if possible, so that the team can make adjustments if needed.
- Players are expected to participate in, and be present, during High School visits. These visits will include exhibition games against SMC's teams. This may include some Saturday's.
- Good sportsmanship is a **must**. Players are expected to represent SMC in a positive manner at all times.

Boxing requirements

- Must be registered with USA boxing.
- Must have annual physical completed, or have the ability to have one completed before official participation.
- Must be enrolled full time. (12 credits or more)
- Minimum GPA of 2.0. Students in their first semester that have not accumulated a GPA will be granted one free semester. Their GPA's will be evaluated the following semester for eligibility. Any exceptions must be approved.
- Students are required to attend all practices as scheduled by the team coach. Any absence must be reported to the team coach a week in advance, if possible, and must be approved by the team coach.
- Good sportsmanship is a **must**. Players are expected to represent SMC in a positive manner at all times.

Bass Fishing Team Requirements

- Minimum GPA of 2.0. Students in their first semester that have not accumulated a GPA will be granted one free semester. Their GPA's will be evaluated the following semester for eligibility.
- Students must be enrolled full-time (12 or more credits).
- Students are required to attend all practices and meetings unless given express permission by the coach to miss.
- Players are expected to participate in, and be present, during events on and off campus. (Camps, Seminars, etc.)
- Good sportsmanship is a **must**. Players are expected to represent SMC in a positive manner at all times.



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